

Training 3-2
File
EAP

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29 JUL 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed N [REDACTED] Career Service Conference

STATINTL

1. Attached is a proposed Notice advising Agency supervisors of the impending Career Service Conference to be held on 3 August 1954.

2. The Conference is being convened with the approval of the Director in order to introduce to supervisory officials the series of personnel policies which have been recently adopted to further implement the Agency's Career Service program.

3. It is recommended that the Notice be processed as expeditiously as possible, without prior Agency coordination, in order that it will be available to supervisory personnel when the attendance quotas and advance materials referenced in the Notice are distributed. Scheduling arrangements for the Conference necessitate distribution of such materials during the week ending 16 July 1954. The text of the Notice has been approved in draft form by Mr. Kirkpatrick.

Harrison G. Reynolds
Assistant Director for Personnel

Attachment

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No Change to Class.	
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